GI Associates & Endoscopy Center

Authorization to Disclose Protected Health Information

The undersigned authorizes:
GI Associates & Endoscopy Center
2510 Lakeland Drive
Flowood, MS 39232
Ph. 601.355.1234 • Fax 601.352.4882
To release/obtain my health information as noted below:

Patient Information

Patient Full Name: _____ **Other Names?** _____

Patient Address: _____ **Date of Birth:** _____

City: _____ State: _____ Zip: _____Phone #: _____

Release Information To ☐ *Release Information From ☐

Email address for record delivery: *Please ensure email address is legible!*

If email delivery is preferred, you must provide a valid email address of either your own or that of your designated recipient. There may be a fee for collecting your records. If so, an invoice will be provided to you through email or mail. You will receive an email from Sharecare.com containing instructions for accessing the records.

Name/Facility: _____ **Attention:** _____

Address: _____ **Phone:** _____

City: _____ State: _____ Zip: _____ **Fax #:** _____

Purpose of Request: ___ Personal ___ Treatment ___Legal ___Insurance ___Transfer ___Other:_____

Information to be Released /Requested

If you fail to specify, a 1 year abstract will be provided.

___Please release a **1 year abstract** of my records (includes most recent notes, labs, procedures & testing)

___Please release a **2 year abstract** of my records (office notes, labs, procedures & testing, up to 2 years)

___**Date Range**: _____:

□ Progress Notes □ Radiology Reports □ Labs
□ Operative Reports □ Injections □ Physical Therapy
□ Billing Statement □ Other:_____

___**Radiology Disc**

(**Please pick ONE delivery option**)

[ ] Send by Email **[ ] Records on CD**	**[ ] Fax to Doctor**	**[ ] Records on Paper**

Pursuant to HIPAA 45 CFR, 164.524, we reserve the right to charge a reasonable cost-based fee for producing and mailing the copies. If you want the entire medical record, the rate will increase proportionally based on the cost. At no time will the cost-based fees exceed Mississippi State Law Statute: 11-1-52.
No charge for records sent to another healthcare provider.

Authorization to Release Protected Health Information

I acknowledge and hereby consent to such, that the released information may contain alcohol, drug abuse, psychiatric, HIV testing, HIV results, or AIDS information.* _____(*Please Initial*)

I understand that: I may refuse to sign this authorization and that it is strictly voluntary. My treatment, payment, enrollment or eligibility for benefits may not be conditioned on signing this authorization. I may revoke this authorization at any time in writing, but if I do, it will not have any effect on any actions taken prior to receiving the revocation. **Unless otherwise revoked, this authorization will expire on the following date, event or condition:**_____ *If I do not specify expiration this authorization will expire in 90 days.* If the requestor or receiver is not a health plan or health care provider, the released information may no longer be protected by Federal Privacy Regulations and may be disclosed. I understand that I may see and obtain a copy of the information described on this form, for a reasonable copy fee, if I ask for it. I can request a copy of this form after I sign and date it.

Please confirm that you have filled out this form in its entirety—if form is incomplete, or if protected information is not released, we may be unable to fulfill this request.

Signature*:_____**Date:** _____

** For non-emancipated minors under the age of 18, a parent or guardian must sign release form. If patient is unable to sign, a copy of the legal documentation for patient's representative must be supplied with a copy of this form.*

GI Associates & Endoscopy Center

Dear Patient:

Thank you for contacting **GI Associates & Endoscopy Center** Medical Records Department. To better serve you with your request for medical records, **GI Associates & Endoscopy Center** has partnered with Sharecare Health Data Services.

To receive a copy of your records, you will need to complete and return the attached Authorization form. Please make sure you have *specific* instructions included as to **what** records you are requesting and **where** you are requesting they be sent. You also have a choice of **how** you would like to have your records delivered. For records to be delivered directly to you, please choose mail or email. For records to be delivered to another doctor, please choose fax or mail. Please select only one option. *The fax delivery option may only be used for records going to a doctor.* ***Please mail/fax/drop-off the completed Authorization form to GI Associates & Endoscopy Center.***

After you submit your request, you will receive notification from Sharecare Health Data Services regarding payment options. Once payment is received, records will be delivered to you.

For Records being sent to Another Health Care Provider

Please provide as much contact information for your other Doctor, including the address, phone, & fax. **There is no charge for records delivered to another healthcare provider for ongoing treatment purposes.**

Pursuant to HIPAA 45 CFR, 164.524, we reserve the right to charge a reasonable cost-based fee for producing and mailing the copies. If you want the entire medical record, the rate will increase proportionally based on the cost. At no time will the cost-based fees exceed Mississippi State Law Statute: 11-1-52.

Questions? Please contact a Sharecare Health Data Services representative at any time by calling **877-391-9890**.

Thank you,

Medical Records Supervisor
GI Associates & Endoscopy Center

sharecare | HEALTH DATA SERVICES